



Canada Border Services Agency  
International Events and Convention Services Program  
Trade Operations Division  
1980 Matheson Boulevard East  
Mississauga, Ontario  
L5A 3A4

January 8, 2016

Retail Council of Canada  
1881 Yonge Street, Suite 800  
Toronto, Ontario  
M4S 3C4

**File #SOR\_2016\_08615**

Attention: Ms. Michelle Ribout, Logistics Manager- Conferences & Events

Dear Ms. Ribout,

In response to your correspondence dated January 5, 2016, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

**Retail Human Resources Conference**

April 1<sup>st</sup>, 2016  
International Centre  
Mississauga, Ontario

The provisions of Tariff Item **9993.00.00.00** has been extended to you.

It should be noted that, non-Canadian exhibitors may import (i.e. brochures, demo materials, equipment, etc.) temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the goods will be exported from Canada upon the completion of the event.

Under certain circumstances, the CBSA will require a security deposit on goods temporarily imported to Canada. These goods are normally documented on the Temporary Admission Permit (Form E29B).

At the time of exportation, goods granted temporary admission on a Form E29B or Carnet must be presented along with importer's/owner's copies of the appropriate documentation to CBSA for verification and certification. This presentation may occur at a CBSA office inland or at the port of export, depending on the circumstances involved and is necessary for you to receive a refund of any securities posted. Please note that the refund is not immediate.

Goods imported for sale are not eligible under tariff No. 9993.00.00.00. These goods must be accounted for at time of release on a [Form B3](#), *Canada Customs Coding Form*. Commercial release processing is fully explained in Customs Memorandum [D17-1-5](#).

It has been noted that you have designated **Mendelssohn Event Logistics** as the official customs broker to effect customs clearance of goods destined for your event.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: <http://www.cic.gc.ca/english/information/inadmissibility/index.asp>

If you have attendees from visa-requiring countries (<http://www.cic.gc.ca/english/visit/visas.asp>), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at [special.events@cic.gc.ca](mailto:special.events@cic.gc.ca) with the specifics of your event. They will assess the visa requirements of your event.

Foreign nationals may engage in exhibiting, selling or displaying goods without a work permit provided they are not selling to the general public. Direct sales to the general public require a work permit. For more information please visit: <http://www.cic.gc.ca/english/work/index.asp>

To facilitate border procedures it is recommended that exhibitors, carriers, all organizations, and attendees be provided with a copy of this letter for presentation to the Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,



Mau'veen Dayrell-Johnson  
Regional Coordinator  
International Events and Convention Services Program  
Tel: 905-803-5261 Fax: 905-803-5353  
Email: [mauveen.dayrell-johnson@cbsa-asfc.gc.ca](mailto:mauveen.dayrell-johnson@cbsa-asfc.gc.ca)

cc: Mendelssohn Event Logistics, Attention: Al Patterson  
cc: GES, Attention: Ray Debono

*The information you provide in this document is collected under the authority of Section 107(9) of the Customs Act for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

*Individuals have the right of access to, the protection and correction of their personal information under the Privacy Act – Section 12. The information collected is described under the International Events Personal Information Bank CBSA PPU 040 which is detailed at [www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html](http://www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-airp/infosource-eng.html)*